

August, 2011

Dear PTA Volunteer:

My name is Katie Bauer. I am the WB/GG PTA Treasurer for the 2011-2012 school year.

Below please find a quick list of procedures for any PTA Expenses or Deposits related to your event or PTA activity. Please share this information with any other members of your committee that will be involved with money collections or expenses for your event.

- Please use the PTA Deposit Voucher for each deposit you have ready. You can drop the deposit with the completed form at the Westbrook or Glen Grove PTA mailbox. If you are concerned about the amount of cash in the deposit, please give it to either Pam or Dana (front office assistants) to put in the school safe. I drop by the school once a week at a minimum. Please follow the directions on the Deposit Voucher Form. Feel free to email me to let me know I have a deposit waiting.
- The PTA guidelines call for two separate counts of the PTA money collected. You will be the first count and I will be the second count. In the event that our figures do not match. You will be contacted to discuss the discrepancy prior to the actual bank deposit.
- Please use the PTA Expense Voucher for any expenses for reimbursement or for any vendor you would like the PTA to pay directly. We must have a receipt for expense reimbursements or any direct payment by the PTA. All reimbursements are subject to your approved budget. You can drop the deposit with the completed form in the Westbrook or Glen Grove PTA mailbox.
- **The WB/GG PTA does not pay any sales taxes.** Please use the PTA Tax-Exempt form at the time of your purchase so the sales taxes can be waived. You can find copies of this form in the PTA mail box at each school. Unfortunately, the PTA can not reimburse you for any sales taxes you paid on the original transaction.
- Extra printed copies of the PTA Expense Voucher and PTA Deposit Voucher forms can be found in the PTA mailboxes at each school.

Please contact me directly if you have any questions.

Thank you,

Katie Bauer (PTA Treasurer)
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